

DUTY STATEMENT
STATE TREASURER'S OFFICE
Division: Information Technology

PART A	
Position No: 820-740-1373-001	Date:
Class: Systems Software Specialist II (Tech) (Limited Term – Exp Date: 6/20/16)	Name: Vacant
<p>Under the general supervision of the Systems Software Specialist III (Supervisor), this position provides architectural, engineering, operational and project management support for IT systems including the agency's network, storage and computing infrastructure, and the services hosted on them. The environment includes production, disaster recovery and test systems hosted in multiple sites. Position duties span the entire system life-cycle for IT hardware and software assets.</p> <p>The incumbent is expected to have a broad knowledge of storage fundamentals including, but not limited to, experience with NAS, SANs, RAID, storage replication and de-duplication, physical and virtual tape libraries. The incumbent is also expected to have a broad knowledge of virtualization technology including, but not limited to, experience with VMware, VMware clustering and Microsoft Hyper-V. Knowledge of emerging technologies is also expected. This position is the storage and virtualization area lead, and is assigned the most complex projects and critical operational tasks. Duties include evaluating, designing, purchasing, implementing, maintaining, administering, and retiring storage and virtualization infrastructure. Special knowledge of security, monitoring and disaster recovery, as it relates to storage and virtualization, is required.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Design, implement and maintain the agency's storage infrastructure. Evaluate, purchase and deploy storage components and services including all SAN, NAS, tape storage devices and software. Duties involve preparing Feasibility Study Reports, Requests for Proposal, systems requirements, design and test specifications and implementation plans. This position has lead responsibility on storage projects, to evaluate emerging technologies, design the agency's storage infrastructure and to establish standards and procedures.
30%	Design, implement and maintain the agency's virtualization environment. Evaluate, purchase and deploy virtualization hardware and software including all VMware and Microsoft Hyper-V servers. Duties involve preparing Feasibility Study Reports, Requests for Proposal, systems requirements, design and test specifications and implementation plans. This position has lead responsibility on virtualization projects, to evaluate emerging technologies, design the agency's virtualization infrastructure and to establish standards and procedures.
15%	Administer the agency's storage, and backup and recovery infrastructure. Monitor performance, review logs, upgrade hardware, firmware and software, trouble-shoot problems and work with vendors to resolve issues. Assist ITD staff to the determine storage, backup and recovery requirements. Effectively manage the replication of agency data between data center facilities, as well as backup and recovery systems, to ensure data security and availability, and recovery if needed.

15%	Administer the agency's virtualization infrastructure. Monitor performance, review logs, upgrade hardware, firmware and software, trouble-shoot problems and work with vendors to resolve issues. Assist ITD staff to determine their virtualization requirements. Effectively manage virtual environments to ensure reliability, high-availability and security for Windows, Linux and other VMs.
5%	Participate in the agency's disaster recovery and business continuity programs.
NON-ESSENTIAL FUNCTIONS	
5%	<p>Provide written and verbal communications in the form of status reports, time estimates, problem analysis, summaries, etc. to upper management, as necessary.</p> <p>Other job-related duties as required.</p>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Position No: 820-740-1373-001			Date:		
Class: Systems Software Specialist II (Tech) (Limited Term – Exp Date: 6/20/16)			Name: Vacant		
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Researching or reviewing printed documentation and computer-based information.				X	
HEARING: Consulting with vendors, technical specialists and users.				X	
SPEAKING: Consulting with vendors, technical specialist and users.					X
WALKING: To computer room, meetings and user offices.			X		
SITTING: Answering telephone, writing, viewing information on computer monitor, reading documents.					X
STANDING:	X				
BALANCING:	X				
CONCENTRATING: Researching technical information, implementing solutions, participating in meetings.					X
COMPREHENSION: Researching technical information.					X
WORKING INDEPENDENTLY: Works independently as a high level technical specialist.					X
LIFTING UP TO 10 LBS OCCASIONALLY: Lifting PCs, printers, etc.		X			
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY: Lifting servers and other equipment.		X			
LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY: Lifting servers and other equipment.		X			
FINGERING: Typing.				X	
REACHING: Using computer, telephone.			X		
CARRYING: Carrying notebook computer to/from work.				X	
CLIMBING:	X				
BENDING AT WAIST: Pulling cables and connecting equipment.		X			
KNEELING: Pulling cables and connecting equipment under desks and in the computer room.		X			
PUSHING OR PULLING: Moving equipment.		X			
HANDLING:	X				
DRIVING: Driving to remote offices and data centers.		X			
OPERATING EQUIPMENT: Personal Computer, telephone, fax, photocopy machine.					X
WORKING INDOORS: Office environment, computer room.					X
WORKING OUTDOORS:	X				
WORKING IN CONFINED SPACE: Wiring closets.			X		